

सं/ No. S-14013/1/2024-BLA

भारत सरकार  
Government of India  
इस्पात मंत्रालय  
Ministry of Steel  
\*\*\*\*\*

उद्योग भवन, नई दिल्ली  
Udyog Bhawan, New Delhi  
दिनांक/Date: 19.09.2025

सी. पी. एस. ई. का नाम NAME OF THE CPSE	NMDC Limited
पद का नाम NAME OF THE POST	Director (Finance)
रिक्ति की तिथि DATE OF VACANCY	06.03.2025
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 1,80,000-3,40,000/- (IDA)

## **I. COMPANY PROFILE:**

NMDC Limited was incorporated under the Indian Companies Act, 1956, with the objective of emerging as a global mining organization with international standards of excellence, rendering optimum satisfaction to all its stakeholders. It is a Schedule 'A' Navratna CPSE in the Mining and Exploration of Minerals and Metals, with the administrative jurisdiction of the Ministry of Steel, Government of India.

The company employed 5,677 regular employees (Executives: 1,591 and Non-Executives: 4089) as of 31.03.2025.

Its Registered and Corporate Offices are located in Hyderabad, Telangana.

The authorized and paid-up capital of the company is Rs. 1000 crores and Rs. 879.18 crores, respectively, as of 31.03.2025.

The shareholding of the Government of India in the company is 60.79% as of 31.03.2025.

## **II. JOB DESCRIPTION AND RESPONSIBILITIES:**

Director (Finance) is a member of Board of Directors and reports to Chairman and Managing Director of the Company (NMDC Ltd.). He/ She is overall in charge of

finance and accounts of the organization and is responsible for evolving and formulating policies relating to finance and accounts as well as implementation thereof.

### **III.ELIGIBILITY:**

#### **1. AGE :On the date of occurrence of vacancy (DOV)**

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

#### **2. EMPLOYMENT STATUS:**

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity - and not in a contractual/ad-hoc capacity - in one of the following: -

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government Group 'A' Officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is \*Rs.5,000 crore or more;

(d) Private Sector in company where the annual turnover is \*Rs.5,000 crore or more. Preference would be given to candidates from listed Companies.

(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

#### **3. QUALIFICATION:**

(i) The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM course having specialization in Finance with good academic record from

a recognized University/ Institution. Preference would be given to Chartered Accountant.

(ii) Officers of Organized Group 'A' Accounts Services [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service] and applicants from the Central Govt./Armed Forces of the Union/All India Services, working at appropriate level are exempted from these educational qualification as per (i) above provided they have relevant experience as mentioned in Para 4(ii) below

#### **4. EXPERIENCE:**

(i) The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management / Corporate Accounts in an organization of repute.

(ii) Applicants from Organized Group 'A' Account Services and applicants from Central Government/Armed Forces of the Union/ All India Service should have **either**

(a) Education qualification of Chartered accountancy/ Cost accountancy/ MBA/PGDM having specialization in Finance with at least five years of cumulative experience at a senior level during the last ten years in the area of Financial Management/ accounts in Government/Corporate Financial Management/ Corporate Accounts.

**Or**

(b) at least five years cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts.

#### **5. PAYSACLE:**

##### **(a) Central Public Sector Enterprises-Eligible Scale of Pay**

(i) Rs. 7250-8250 (IDA) Pre 01/01/1992

(ii) Rs. 9500-11500 (IDA) Post 01/01/1992

(iii) Rs. 20,500-26,500 (IDA) Post 01/01/1997

(iv) Rs. 51300-73000 (IDA) Post 01/01/2007

(v) Rs. 120000-280000 (IDA) Post 01.01.2017

(vi) Rs. 18400-22400 (CDA) Pre-revised Post 01.01.1996

(vii) Rs. 37400-67000 + GP 10000 (CDA) Post 01/01/2006

(viii) Rs. 144200-218200 (Level 14) (CDA) Post 01/01/2016

The minimum length of service required in the eligible scale will be one year for

internal candidates, and two years for others as on the date of vacancy.

**(b)**

**(i) Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies etc.** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

**(ii) Applicants from Public Sector Bank/ Financial Institutions** should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

**(iii) Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

**(c) Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

## **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

## **IV. DURATION OF APPOINTMENT:**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

## **V. SUBMISSION OF APPLICATIONS:**

Applicants should submit their applications on-line only as per the format.

1. The applicants should submit their applications through proper channel as follows:

(a) Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services; through Cadre Controlling authority.

(b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of

India.

(c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(d) Below Board level in CPSE: through the concerned CPSE;

(e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(f) Below Board level in SPSE: through the concerned SPSE.

(g) Private Sector: directly to the Ministry.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised **(please provide URL or attach/enclose copies)**;

(b) Whether the company is listed or not; if yes, the documentary proof **(please provide URL or attach/enclose copies)**;

(c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

(d) Self-attested copies of documents in support of age and qualifications.

(e) Relevant Jobs handled in the past with details.

## **VI. UNDERTAKING BY THE APPLICANT:**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

### **1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/Autonomous Bodies etc:**

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of

offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

**2. For candidates from CPSE:**

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

**3. For candidates from SPSE/ Private Sector-**

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

**4. In the above cases, no request for relaxation or otherwise would be entertained.**

**VII. THE APPLICANTS CAN**

Fill up the application form enclosed against this Job Description which may be downloaded from the website of Ministry of Steel - <https://steel.gov.in/advertisements>. The application, complete in all respect, should be forwarded by the applicant's cadre controlling authority/Administrative Ministry/CPSEs as mentioned in Para V (1) along with the following documents:

- a) Bio-data of the candidate in the prescribed proforma (as per Annexure I)
- b) Soft copies of up-to-date CR dossiers of the officer for the last ten years,

- duly attested/authenticated along with statement of gradings,
- c) Cadre Clearance, if applicable
  - d) Vigilance Profile duly signed by the CVO
  - e) Integrity certificate, if applicable, and
  - f) Statement giving details of major or minor penalties, if any imposed on the officer in the last ten years.

**Selection shall be through a Search Cum Selection Committee (SCSC).**

Last date and time of receipt of complete application duly forwarded to Ministry of Steel is by **05:00 PM on 27.10.2025**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED.

**The SCSC reserves the right to shortlist applicants for interview keeping in view the extant guidelines issued from time to time.**

Application to be addressed to -

Shri Daya Nidhan Pandey  
Joint Secretary to the Govt. of India  
Room No. 289, Ministry of Steel  
Udyog Bhawan, New Delhi-110011  
Email id: -dn.pandey74@ias.nic.in

ALL CORRESPONDENCE WITH THE MINISTRY OF STEEL SHOULD BE ADDRESSED TO JOINT SECRETARY, MINISTRY OF STEEL ONLY. FURTHERMORE, IT IS TO BE NOTED THAT THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE CLEARLY SUPERSCRIBED IN CAPITAL LETTERS AS 'APPLICATION FOR THE POST OF DIRECTOR (FINANCE), NMDC.

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR**  
(Through Proper Channel, except candidates from the Private Sector)

1. Name of the post applied for: **Director (Finance), NMDC**

2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.):

(b) Designation of the Applicant (in full):

(c) Name of the company:

(d) Category as per Employment Status: Officer of a CPSE/Central Government./Armed  
(Please mention as applicable) Forces of the Union/All India Services/SPSE/Private

(e) Office Address:

(f) Address for communication:

(Photo)

3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No \_\_\_\_\_  
E-Mail ID \_\_\_\_\_ Alternate Mobile No. & Email ID \_\_\_\_\_

4. Date of Birth (DD/MM/YY): \_\_\_\_\_ Age as on Date of Vacancy: \_\_\_\_\_

5. (i) Educational/Professional Qualification:

Sl. No.	Qualification*	Name of Institution	Period of Study	Tick the relevant			Tick the relevant			Self Declaration Whether meets the eligibility qualification requirement		
1	2	3	4	5			6			7		
		From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other

\*Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last ten years from the date of advertisement

Sl. No.	Complete Designation & Place of Posting*	Name of the organization	Pay Scale**	Period		Reporting to (Designation)	Self Declaration Whether meets the eligibility qualification requirement		If yes, nature of duties in support of the declaration
1	2	3	4	5		6	7		8
				From	To		Yes	No	

\*Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

\*\* Private Sector-CTC/remuneration/emoluments drawn

NB : The positions should be indicated in order of the most recent assignments.

6. (a) Do you hold a lien in any organization other than where you are currently working:

If yes:

Name of the organization in which the lien is held:

Date from which the lien is held:

(b) Are you on deputation:

If yes:

Name of parent organization:

Date from which on deputation:



7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years:

If yes, the details thereof:

- (i) Civil/Criminal
- (ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes.

If yes, the details thereof:

- (iii) Civil/Criminal
- (iv) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

### **STATE PUBLIC SECTOR ENTERPRISES**

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised.

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees)

(i) Please provide the URL of the company website & CIN (Corporate Identity Number) of the company:

- (a) URL (Company Website Address):
- (b) CIN (Corporate Identity Number):

(ii) I certify that I am

- (a) Working at Board level position

If yes, Please provide your DIN (Director Identification Number): \_\_\_\_\_

- (b) Holding a post at the level immediately below the Board.

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

### **PRIVATE SECTOR**

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised.

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees)*

\*if Annual Turnover (ATC) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

- (i) Please provide the URL of the company website & CIN (Corporate Identity Number) of the company:

(c) URL (Company Website Address):

(d) CIN (Corporate Identity Number):

- (ii) I certify that I am

(c) Working at Board level position

If yes, Please provide your DIN (Director Identification Number): \_\_\_\_\_

(d) Holding a post at the level immediately below the Board.

- (iii) Whether the Company in which working is listed on the stock exchange.

Stock Exchange \_\_\_\_\_

Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

- (iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

### **Declaration**

I.....Son/Daughter.....of.....hereby certify that I have not been disqualified to Act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

**UNDERTAKINGS (as applicable)**

**For candidates from Central Government/Armed Forces of the Union/**

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

**For candidates from All India Services/ Central Service and CSS Officers**

The appointment is on deputation basis. I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

**For candidates from CPSE**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

**For candidates from SPSE/ Private Sector**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE,
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

### **Verification**

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the Competent Authority  
with Telephone No. & e-mail address

## **Write-Up**

### **Part-A**

**A: Achievements during the carrer so far (2000 characters):**

### **Part-B**

**B: Vision for the post applied for (2000 characters):**